



**HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

Number: 05-38

14 July 05

**CALIFORNIA NATIONAL GUARD POLICY FOR PLACING TECHNICIANS ON LIGHT
DUTY
NO EXPIRATION**


1. Reference memorandum, HQ NGB, NGB-J1-TN, 29 Jun 05, Subject: Policy for Placing Technicians on Light Duty (TN-05-52).
2. This policy outlines the procedures to use when a light duty assignment becomes necessary for National Guard technicians. Light duty is defined as a modified or alternate work assignment at the same or lower grade in which the technician is qualified to perform.
3. It is the policy of the California National Guard to provide light (modified) duty assignments to technicians who have sustained job-related injuries or illnesses that prevent the employee from performing the full range of duties within their job classification and whose medical condition has been diagnosed as "temporary" by the technician's treating physician.
4. Supervisors must provide light duty when medical evidence indicates the injured employee is able to resume work. The doctor's statement must be a written report and should indicate the extent of physical limitations and the types of work that could reasonably be performed within these limitations.
5. The immediate supervisor has the responsibility of identifying and offering the light duty assignment to the injured technician. The supervisor must ensure the modified assignment complies with the work restrictions imposed by the attending physician, and the technician understands and complies with the medical restrictions. The supervisor must also ensure the modified assignment is documented on a completed Duty Status Report (CA-17) or Work Capacity Evaluation (OWCP 5), indicating work restrictions of the technician and the probable date the employee can return to full duty. For those technicians placed on light duty, an updated CA-17 or OWCP 5 is required at least every four weeks (30 days) unless there is a change in medical conditions. The supervisor must contact the Human Resources Office (HRO) if he or she feels there is no light duty available or if modifying the employee's current position would adversely affect mission accomplishments.
6. The HRO has final authority in making light duty determinations and will assist with placing the technician in a modified position in another section if necessary. If placed in another section, all medical restrictions imposed by the physician must be adhered to. Documentation will be coordinated and forwarded to the POC identified at paragraph 10.

7. It is the technician's responsibility to report an injury or re-injury to the supervisor immediately. Coordinate with the supervisor or unit human resources remote designee to complete all required documentation as soon as possible, and ensure all medical evidence is provided to evaluate his/her status. The technician will also maintain contact with the supervisor and provide regular updates with medical reports on health condition and treatment.

8. The technician is required to accept any reasonable offer or suitable light or limited duty when the medical report indicates the employee is no longer totally disabled. The offer may be made by telephone but must be confirmed in writing within 48 hours to be valid. The offer should include a description of the duties and requirements of the position. If a personnel action is involved, the supervisor must furnish a copy to the employee prior to the effective date.

9. If the technician refuses light or limited duty, continuation of pay (COP) should be terminated as of the date of the employee's refusal, or after five workdays from the date of the offer, whichever is earlier. A refusal to return to work could result in an overpayment and may lead to disciplinary and/or adverse action and compensation will be terminated.

10. Questions regarding this policy may be directed to SGT Anderson, at CAGNET 6-3256, DSN 466-3256 and (916) 854-3256, or william.anderson@ca.ngb.army.mil.


STUART D. EWING
Captain, CA ANG
Deputy Director for Human Resources

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